

<b>DEPARTMENT OF DEFENSE</b>  <b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b>  <i>(The requirements of the DoD National Industrial Security Program Operating Manual (NISPOM) apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b>					
				a. Facility Clearance Required <div style="text-align: center;"><b>SECRET</b></div>					
				b. Level of Safeguarding Required <div style="text-align: center;"><b>NONE</b></div>					
<b>2. THIS SPECIFICATION IS FOR:</b> <i>(X and complete as applicable)</i>				<b>3. THIS SPECIFICATION IS:</b> <i>(X and complete as applicable)</i>					
a. Prime Contract number			X		a. Original <i>(Complete date in all cases)</i>		Date (YYYYMMDD) <b>20051101</b>		
b. Subcontract number					b. Revised <i>(Supersedes all previous spec)</i>	Revision No.	Date (YYYYMMDD)		
X	c. Solicitation or other number <b>S-AQMPD-08-R-1005</b>		Due Date (YYYYMMDD)		c. Final <i>(Complete Item 5 in all cases)</i>		Date (YYYYMMDD)		
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    If Yes, complete the following Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.									
<b>5. IS THIS A FINAL DD FORM 254 ?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    If Yes, complete the following In response to the contractor's request dated _____ Retention of the identified material to authorized for the period of _____									
<b>6. CONTRACTOR</b> <i>(include Commercial and Government Entity (CAGE) Code)</i>									
a. Name, address, and zip code			b. Cage Code  <b>BID</b>		c. Cognizant Security Office <i>(Name, Address, and Zip Code)</i>				
<b>7. SUBCONTRACTOR</b>									
a. Name, address, and zip code			b. Cage Code		c. Cognizant Security Office <i>(Name, Address, and Zip Code)</i>				
<b>8. ACTUAL PERFORMANCE</b>									
a. Location			b. Cage Code		c. Cognizant Security Office <i>(Name, Address, and Zip Code)</i>				
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b> Provide support to the Office of Plans, Policy and Analysis, Global Peacekeeping Operations Initiative (GPOI) and African Contingency Operations Training and Assistance Program (ACOTA).									
<b>10. THIS CONTRACT WILL REQUIRE ACCESS TO:</b>				<b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>					
a. Communications security (COMSEC) information				Yes	No	a. Have access to classified information only at another contractor's facility or government activity		Yes	No
					X			X	
b. Restricted data					X	b. Receive classified documents only			X
c. Critical nuclear weapon design information					X	c. Receive and generate classified material			X
d. Formerly restricted data					X	d. Fabricate, modify, or store classified hardware			X
e. Intelligence information						e. Perform services only		X	
(1). Sensitive compartmented information (SCI)					X	f. Have access to U.S. classified information outside the U.S. Puerto Rico, U.S. possessions and trust territories		X	
(2). Non-SCI					X	g. Be authorized to use the services of Defense Technical Information Center (DTIC) or other secondary distribution center			X
f. Special access information					X	h. Require a COMSEC account			X
g. NATO information					X	i. Have TEMPEST requirements			X
h. Foreign government information					X	j. Have operations security (OPSEC) requirements			X
i. Limited dissemination information					X	k. Be authorized to use the Defense Courier Service			X
j. For official use only information					X	l. Require connectivity to Department of State computer system			X
k. Other (Specify)					X	m. Other (Specify)			X
l. Sensitive But Unclassified information					X				

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the National Industrial Security Program Operating Manual (NISPOM) or unless it has been approved by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release.

☐ Direct ☒ Through (Specify):

DEPARTMENT OF STATE, SA-20, 13TH FL  
WASHINGTON DC 20520 DS/IS/IND

To the directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
\* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

Contractor personnel assigned to this contract shall possess SECRET personnel security clearances issued by Defense Security Service (DSS) prior to contract performance.

Final SECRET clearances and favorable Diplomatic Security (DS) name checks are required for travel to specific HUMINT threat posts for deployments of less than 60 days (cumulative for all posts visited in a calendar year). Interim SECRET clearances are not acceptable for such travel. Long-term deployments (in excess of 60 days) require Final TOP SECRET clearances, favorable DS name checks and submission of an acceptability review prior to deployment.

Visit authorization requests are to be sent to Department of State (DoS), DS/IS/IND, Washington D.C. 20520, via facsimile at 571-345-3000. JCAVS Person Summary must be attached to all visit authorization requests.

All DD Forms 254 for subcontracts shall be forwarded to DS/IS/IND for certification prior to issuance to the proposed subcontractor.

While at DoS locations, the contractor shall comply with applicable DoS regulations relative to the protection of classified and/or sensitive information, including the National Industrial Security Program Operating Manual (NISPOM) and 12 Foreign Affairs Manual (FAM) 500 and 600. DS/IS/IND is responsible for inspecting contractors assigned to DoS locations.

Security clearance requirements for contractors accessing DoS domestic or overseas information systems shall be in accordance with 12 FAM 600. Furthermore, citizens of specifically designated human intelligence and/or technical intelligence threat countries shall not develop, modify or perform maintenance on software developed for use on DoS computer systems without approval by DS/IS/ACD.

Contractors shall immediately report any adverse information concerning any cleared contractor employees performing on DoS contracts to DSS, in accordance with the NISPOM and DS/IS/IND, in accordance with 12 FAM 576, 4b.

(continued on the next page)

PM PPA

Contracting Officer's Representative (COR)

Office Symbol

Phone

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to NISPOM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use item 13 if additional space is needed.)

DOS Building Pass Requirements  
HUMINT Threat Posts

☒ Yes ☐ No

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☐ Yes ☒ No

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL  
KIMBERLY A. BAUGHER

b. TITLE  
DIV., CHIEF, ACTING

c. TELEPHONE (Include Area Code)  
571-345-3032

d. ADDRESS (Include Zip Code)  
U.S. DEPARTMENT OF STATE  
DS/IS/IND, SA-20, 13TH FL  
2201 'C' ST WASH DC 20520

**17. REQUIRED DISTRIBUTION.**

- ☐ a. CONTRACTOR
- ☐ b. SUBCONTRACTOR
- ☐ c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
- ☐ d. A/FBO/PE/CSM
- ☐ e. DS/PSD/CSB
- ☒ f. COR

e. SIGNATURE



**13. SECURITY GUIDANCE CONT'D.****THIS SPECIFICATION IS FOR:**

Prime Contract number

Subcontract number

Solicitation or other number  
**S-AQMPD-06-R-1005**

Due Date (YYYYMMDD)

Contractor personnel working on DoS contracts must report impending marriage, cohabitation and other continuing bonds of affection with foreign nationals to the COR and DS/IS/IND, in accordance with 3 FAM 4100, App. B.

Classified information cannot be generated or processed on Automated Information Systems (AIS), including standalone computers, without DSS approval, in accordance with Chapter 8 of the NISPOM. If the contractor receives DSS approval for classified AIS processing, a copy of the written approval must be forwarded to DS/IS/IND prior to the processing of any DoS classified information.

The contractor does not currently have DSS approved safeguarding; therefore, no discussion, generation or storage of classified information shall take place at the contractor's facility.

All FAM references can be viewed on the DoS website, [www.state.gov](http://www.state.gov)

## **Identification/Building Pass Requirements**

**New requirement:** All newly cleared contractor personnel performing on Department of State contracts must attend a mandatory security briefing conducted by DS/IS/APD prior to being issued a building pass identification card.

**(a) Contractors working in domestic facilities who already possess a security clearance.**

(1) The contractor shall obtain a Department of State building pass for all employees performing under this contract who require frequent and continuing access to Department of State facilities. They shall be used for the purpose of facility access only, and shall not be used for any other purpose.

(2) The contractor shall submit a Visitor Authorization Request (VAR) Letter to the Bureau of Diplomatic Security, Information Security, Industrial Division (DS/IS/IND) on its cleared employees containing the following information:

- (i) Employee's full name, social security number, and date of birth;
- (ii) Contractor's company name;
- (iii) Security clearance level;
- (iv) Date the clearance was granted;
- (v) Name of the contractor's FSO;
- (vi) Contracting Officer's Representative (COR); and,
- (vii) Contract number.

(3) DS/IS/IND shall process and approve the VAR letter, if appropriate. The approved VAR letter shall be forwarded to the contractor for their records.

(4) The contractor employee shall hand-carry the following documentation to the Building Pass Office, Department of State, 520 23<sup>rd</sup> Street, courtyard of Columbia Plaza, Washington, DC:

(i) A DoS sponsorship letter from the COR, addressing the following:

- (A) The purpose for which the pass is being requested;

(B) The employee's valid security clearance level (reflected on the VAR);

(C) Contract number and period of performance;

(D) Type of access (24/7, normal business hours, escort authority or no escort authority granted); and

(E) Expiration date of building pass (1 year or 3 years);

(ii) Letter on company letterhead to accompany the application, containing the following information:

(A) The purpose for which the pass is being requested;

(B) Verification of employment;

(C) The employee's valid security clearance level; and,

(D) Contract number and period of performance; and,

(iii) The DS-1838, Request for Building Pass Identification Card.

**(b) Contractors working in domestic facilities where security clearances are not required.**

(1) The contractor shall obtain a Department of State building pass for all employees performing under this contract who require frequent and continuing access to Department of State facilities. The Bureau of Diplomatic Security, Domestic Facilities Division shall issue passes. They shall be used for the purpose of facility access only, and shall not be used for any other purpose.

(2) The contractor shall submit the following paperwork, in original, to the Bureau of Diplomatic Security, Information Security, Industrial Division (DS/IS/IND):

(i) SF-85P, Questionnaire for Public Trust Positions;

(ii) SF-85P/S, Supplemental Questionnaire for Selected Positions; and,

(iii) DOS Credit Release, which may be obtained from DS/IS/IND via mail or facsimile.

(3) DS/IS/IND shall conduct a preliminary background check. If the background check is favorable, DS/IS/IND will forward a letter to the company Facility Security Officer (FSO) notifying them that the individual may proceed to the Building Pass Office to continue the badging process. DS/IS/IND will forward a copy of this letter to the Building Pass Office.

(4) When a contractor employee is approved to receive a building pass, he/she shall hand-carry the following documentation to the Contractor Building Pass Office, Department of State, 520 23<sup>rd</sup> Street NW, Columbia Plaza courtyard, Washington, DC

(i) A Department of State sponsorship letter from the COR, addressing the following:

(A) The purpose for which the pass is being requested;

(B) Whether or not the employee has a valid security clearance;

(C) Contract number and period of performance;

(D) Type of access (24/7, normal business hours, escort authority or no escort authority granted); and

(E) Expiration date of building pass (1 year or 3 years);

(ii) DS Form 1838, Request for Building Pass Identification Card;

(iii) Letter on company letterhead to accompany the application, containing the following information:

(A) The purpose for which the pass is being requested;

(B) Verification of employment;

(C) Whether or not the applicant has a valid security clearance; and,

(D) Contract number and period of performance;

(iv) Original SF-85P or a copy of the SF-85P, with an original signature and current date;

(v) Original SF-85P/S or a copy of the SF-85P/S, with an original signature and current date;

(vi) Copy of the DOS Credit Release, with an original signature and current date; and,

(vii) Original proof of U.S. citizenship, such as a birth certificate or valid U.S. passport. Non-U.S. citizens must submit a valid photo Immigration and Naturalization Service Employment Authorization Document (INS EAD).

(5) Applicants shall be fingerprinted at the Building Pass Office and the process for a building pass shall be initiated. The approval process shall take at least 48 hours. Applicants shall not return to the Building Pass Office until they receive notification from the DS/IS office that the process is complete. Once DS/IS/IND receives notification from the Building Pass Office that a building pass can be issued, DS/IS/IND shall notify the FSO and the COR that the applicant has been approved for initial contract performance.

# MINIMUM PERSONNEL SECURITY REQUIREMENTS FOR SPECIFIC HUMAN INTELLIGENCE THREAT POSTS

CONTRACT NUMBER: S-AQMPD-06-R-1005

1. Specifically designated contractor personnel who will perform tasks at specific human intelligence (HUMINT) threat posts for a period in excess of sixty (60) days or who will make cumulative visits in excess of sixty (60) days during a one-year period must possess a final TOP SECRET personnel security clearance and undergo a favorable DS acceptability review. (The COR will provide the list of specific HUMINT threat posts) A Top Secret clearance will be required for performance of specific duties as directed by the COR. **Personnel traveling to specific human intelligence threat posts for short-term visits (less than 60 days) must have a minimum Final Secret clearance and a favorable DS preliminary name check prior to deployment.**

2. All clearances for personnel who will be traveling to specific HUMINT threat posts in excess of 60 days must be processed in accordance with the following procedures:

a. The contractor submits requests for TOP SECRET clearances to DISCO for routine processing.

b. DISCO issues a Letter of Consent (LOC) indicating that the individual has been issued a clearance. The LOC must indicate that the individual has a Final TOP SECRET clearance (based on a single-scope background investigation current within the past 5 years). Persons issued interim TOP SECRET clearances or final SECRET clearances are not authorized to travel to specific HUMINT threat posts in excess of 60 days.

c. The contractor immediately sends a Visit Authorization Request (VAR) to DS/ISP/INB. Attached to that VAR must be a copy of the individual's LOC. Upon receipt, DS will:

(1) conduct a preliminary check to determine whether the employee could be eligible for deployment while the acceptability review is pending and

(2) obtain the investigative file for the required acceptability review and approval/disapproval.

d. If the contractor employee is approved for deployment while the acceptability review is pending, (paragraph c (1) above), he/she can be immediately deployed. However, if the acceptability review is ultimately adjudicated unfavorably, upon notification by the COTR, the contractor employee must be immediately removed from the site at no expense to the U.S. Government.

e. If, in accordance with paragraph c (1), the contractor employee is not approved for immediate deployment, the acceptability review will be completed and adjudicated prior to the contractor's employee's deployment. If the acceptability review is unfavorably adjudicated, the contractor employee is not authorized for deployment in performance of this contract at this time.

f. DS/ISP/INB will notify the COR (with a copy to the firm) of approval or disapproval for specific HUMINT threat post assignment.

3. All assignments to designated intelligence threat posts must be approved by DS. The 60-day period is cumulative within one year.